

## **GRADUATE ASSISTANTS**

### **Andrews University Policy: TEACHER ASSISTANTS (Andrews University Working Policy 2:164)**

Student assistants are provided teachers to assist them in their assignments while at the same time also providing the student with research/teaching and other academic experiences in a collegial setting as part of a team.

The teacher's student assistants shall be provided by the manager of student employment within the departmental budget on the recommendation of the teacher and after consultation with the department chair and the dean.

The following categories of assistants have been approved:

1. **Laboratory Assistants:** Research assistants help in the preparation for and operation of the laboratories for given classes or assist in research projects.
2. **Readers:** Clerical assistants assist the teacher in correcting papers, examinations, special reports and other clerical duties.
3. **Graduate Assistants:** Within the department or research budgets, graduate students may be hired on stipends to assist faculty members for specific tasks such as laboratory assistants, teaching, readers or as research assistants assisting in specific research and teaching assignments that a faculty member or members may be engaged in (see also policies #2:310:3:2 and 3).